



Consulting and Training | Reach New Heights

Course Name

Work Load Distribution

Sector Name

Interpersonal Skills and Self Development

Document Type

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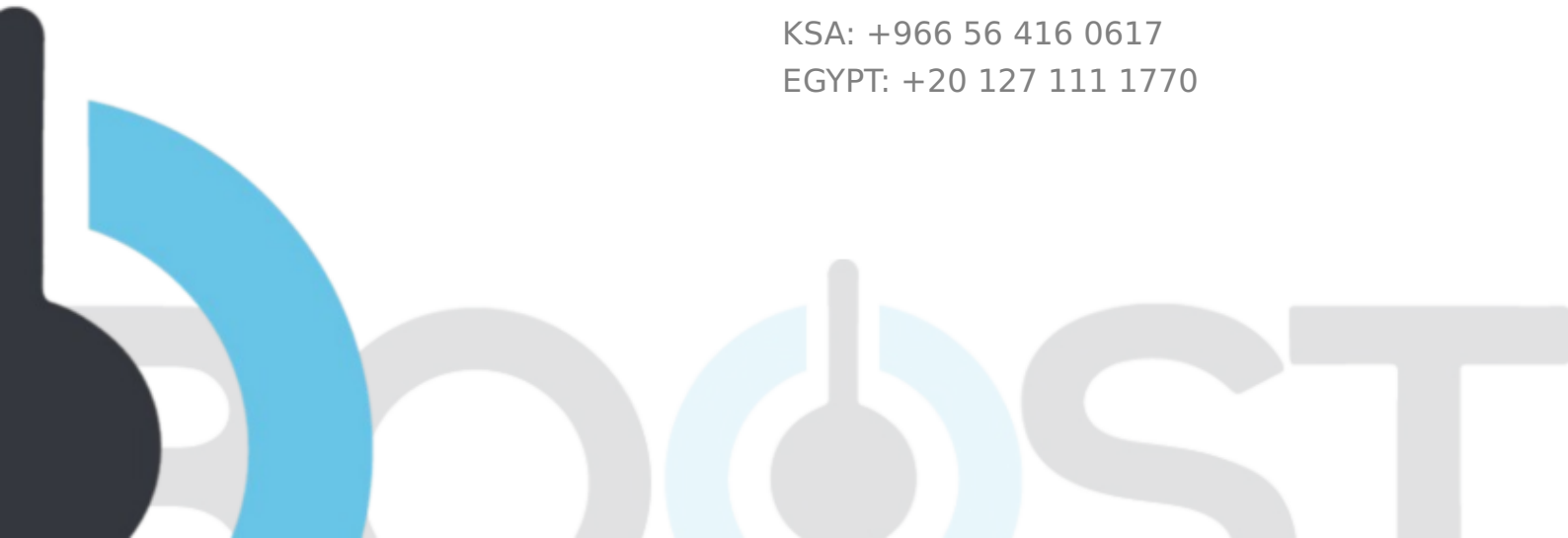
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Work Load Distribution

Course Introduction

Uneven workload distribution is one of the main hidden causes of burnout, low morale, missed deadlines, and poor team performance. In many organizations, work overload does not result from a lack of resources but from poor visibility, weak planning, and unbalanced task allocation.

Developed by **Boost**, this course treats workload distribution as a managerial and coordination skill, not a simple task assignment exercise. The program equips participants with practical methods to assess workload, allocate tasks fairly, balance capacity, and maintain performance—without turning the topic into HR theory or scheduling tools.

Boost's Workload Distribution course enables leaders and coordinators to optimize team capacity and sustain productivity.

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Work Load Distribution

Target Audience

- ✓ Supervisors and team leaders
- ✓ Coordinators and section heads
- ✓ Managers responsible for task allocation
- ✓ Professionals overseeing team output
- ✓ Employees transitioning into supervisory roles

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Work Load Distribution

Learning Objectives

- ✓ Understand the impact of workload imbalance on performance
- ✓ Assess workload capacity within teams
- ✓ Distribute work fairly and realistically
- ✓ Adjust workload dynamically as conditions change
- ✓ Prevent burnout and underutilization
- ✓ Improve overall team efficiency and morale

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Work Load Distribution

Course Outline

✓ DAY 01

Understanding Workload Distribution

Module 1: What Workload Distribution Really Means

- ✓ Workload vs. number of tasks
- ✓ Visible vs. invisible workload
- ✓ Why imbalances happen

Module 2: Impact of Poor Workload Distribution

- ✓ Burnout and disengagement
- ✓ Missed deadlines and errors
- ✓ Team tension and conflict

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Work Load Distribution

Course Outline

✓ Day 02

Assessing Team Capacity

Module 3: Understanding Capacity and Capability

- ✓ Capacity vs. capability
- ✓ Skill levels and experience
- ✓ Availability vs. utilization

Module 4: Identifying Workload Imbalances

- ✓ Signs of overload and underload
- ✓ Data and observation techniques
- ✓ Avoiding assumptions

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Course Outline

✓ Day 03

Distributing Work Effectively

Module 5: Principles of Fair Workload Distribution

- ✓ Matching work to capacity
- ✓ Considering complexity and effort
- ✓ Balancing short-term and long-term load

Module 6: Allocating Work Transparently

- ✓ Setting clear expectations
- ✓ Communicating workload decisions
- ✓ Managing perceptions of fairness

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Course Outline

✓ Day 04

Managing Changes and Pressure

Module 7: Adjusting Workload in Dynamic Environments

- ✓ Handling urgent requests
- ✓ Redistributing work under pressure
- ✓ Protecting critical roles

Module 8: Dealing with Resistance and Constraints

- ✓ Pushback from team members
- ✓ Limited resources
- ✓ Negotiating workload trade-offs

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Course Outline

✓ Day 05

Sustaining Balanced Workloads

Module 9: Monitoring and Reviewing Workload

- ✓ Ongoing workload assessment
- ✓ Identifying early warning signs
- ✓ Continuous adjustment

Module 10: Building a Sustainable Workload Culture

- ✓ Encouraging workload transparency
- ✓ Promoting shared responsibility
- ✓ Preventing long-term overload

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
July 18, 2027	July 22, 2027	5 days	4250.00 \$	KSA , Riyadh
Dec. 21, 2026	Dec. 25, 2026	5 days	4250.00 \$	UAE , Dubai
March 15, 2027	March 19, 2027	5 days	5950.00 \$	USA , Los Angeles
May 3, 2027	May 7, 2027	5 days	2150.00 \$	Virtual , Online

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